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Tender

## **Administration of Mediation Voucher Services**

Ministry of Justice

F02: Contract notice

Notice identifier: 2023/S 000-006201

Procurement identifier (OCID): ocds-h6vhtk-03adb9

Published 2 March 2023, 3:57pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Ministry of Justice

102 Petty France

London

SW1H 9AJ

#### **Email**

[HMCTSCommissioningandCommercial@justice.gov.uk](mailto:HMCTSCommissioningandCommercial@justice.gov.uk)

#### **Telephone**

+44 02033343555

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://ministryofjusticecommercial.bravosolution.co.uk>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://ministryofjusticecommercial.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ministryofjusticecommercial.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Administration of Mediation Voucher Services

#### **II.1.2) Main CPV code**

- 75110000 - General public services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

This notice is a call to competition. The procurement is for the provision of the Administration of Mediation Voucher Services on behalf of The Ministry of Justice (MOJ)

#### **II.1.5) Estimated total value**

Value excluding VAT: £700,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 75131000 - Government services

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

This is a for information notice of an Opportunity for a procurement for The Ministry of Justice (MOJ) for Administration Services for the Mediation Voucher Scheme. The contract is expected to run between June 2023 and March 2025 inclusive.

The MoJ is responsible for the court procedures in private family law, and supports non-adversarial, out-of-court methods of dispute resolution, where deemed safe and appropriate. The Family Mediation Council (FMC) are an independent body and are responsible for accrediting family mediators in England and Wales. This responsibility is described in full in Family Procedure Rules, which can be accessed at [www.justice.gov.uk/courts/procedure-rules/family](http://www.justice.gov.uk/courts/procedure-rules/family). Eligibility for the Family Mediation Voucher Scheme (the Scheme) is determined during a Mediation Information Assessment Meeting (MIAM), which must be carried out by an FMC authorised mediator. Irrespective of parties' financial status, the Scheme is open to all (other than with safety concerns).

The MoJ is procuring a Supplier to administer the family mediation scheme to parents who are separating and other carers of children who have been deemed safe and eligible for the Scheme during a Mediation Assessment Information Meeting. The Supplier will be responsible for the administration of the Scheme (not the mediations themselves), which will be separately carried out by suitable FMC authorised mediators in the required quantities, with the skills and knowledge to deliver this specification.

At a high level the Supplier will be responsible for ensuring:

Valid assurance that vouchers are distributed by only FMC accredited mediators, or, if in circumstances agreed by the FMC, Family Mediation Standards Board and the MoJ, suitable mediators working towards accreditation. This will require the design and delivery of a suitable end-to-end process and working with the FMC and MOJ to ensure all potentially eligible mediators are aware of the scheme and how it is operated.

Prompt assurance of payment of legitimate voucher fund requests from mediators.

Monitoring and evaluation of the service as per the detailed requirement included with the Invitation to Tender;

Raw Mediator and participant survey result data for referral to MoJ analytical team;

Reports on the deliverables and Management Information to the MoJ;

A robust complaints process for any issues that arise; and

Appropriate safeguarding of public money.

This list is not exhaustive - potential suppliers should refer to the full document suite on the ItT.

For information, the Scheme will operate under Section 70 of the Charities Act 2006 as of 31 December 2022.

### **II.2.5) Award criteria**

Quality criterion - Name: As per the relevant ItT Guidance / Weighting: As per the relevant ItT Guidance

Price - Weighting: As per the ItT Guidance

### **II.2.6) Estimated value**

Value excluding VAT: £700,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 June 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The initial term may be extended for a period of 1 year meaning a final potential end date of 31/03/2026

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 April 2023

Local time

3:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 31 May 2023

#### **IV.2.7) Conditions for opening of tenders**

Date

5 April 2023

Local time

3:00pm

Place

Electronically by Commercial Lead

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The MoJ is using Jaggaer for this procurement which means the ITT is available only in electronic form. To access this procurement opportunity please log on to Jaggaer or register for an account at <https://ministryofjusticecommercial.bravosolution.co.uk/web/login.html> and search for the ITT using reference 'ITT\_7139' to be able to view the ITT documents and submit a bid.

Transparency:

HM Government requires that tender documentation issued by government departments for contracts exceeding 10 000 GBP over the life of the contract are published online ([www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)) for the public. The resulting contract shall also be published. The Authority may use its discretion to redact information to protect key commercial interest or on prescribed grounds. Therefore, bidders who wish information not to be published, if successful, should secure agreements with the Authority prior to submission. These could cover key commercial interest, trade secrets and commercial interests which would be prejudiced by publication, all following the test in Section 43 of the Freedom of Information Act 2000 (<https://ico.org.uk/media/for-organisations/documents/1178/commercial-interests-section-43-foia-guidance.pdf>).

Only documentation related to the award will be published. The prescribed grounds for redaction are:

- (a) national security;
- (b) personal data;



- (c) information protected by intellectual property rights;
- (d) information which is not in the public interest to disclose (following tests under the Freedom of Information Act 2000);
- (e) third party confidential information;
- (f) IT security; and
- (g) Prevention of fraud.

Freedom of information (FOI):

The Freedom of Information Act came fully into force in 2005. If any organisation considers that any information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivities specified. In such cases the relevant material will in response to FOI requests be examined in the light of exemptions provided for in the Act.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Ministry of Justice

102 Petty France

London

SW1H 9AJ

Email

[HMCTSCommissioningandCommercial@justice.gov.uk](mailto:HMCTSCommissioningandCommercial@justice.gov.uk)

Country

United Kingdom